

## Mctime Training Resources:

The [Mctime Informational Website](#) contains Frequently Asked Questions for Employees, Frequently Asked Questions for Managers, Forms, and Resources.

**Navigational Training** – ([Mctime Informational Website](#), Resources Tab)  
Navigational Computer Based Training (CBT) is available for New Hires, both managers and employees. It is also a great refresher! (Managers are also encouraged to take the employee training.) Link to [ePortal](#)

[Instructions to Access Online CBT Training or enroll in Instructor Led Course through Employee Self Service \(ESS\)](#)

- Mctime for **Employees** CBT Course is approximately 1 hour
- Mctime for **Managers** CBT Course is approximately 2 hours

**Manager Training** - "Ensuring Accountability in Timekeeping for Managers and Supervisors" is currently an instructor led course. As of September 30, 2016, the Ensuring Accountability in Timekeeping class is a mandatory training that all managers and supervisors (or anyone that can access a timecard other than their own) must take (at least) every 5 years.

To date, the Mctime Team along with Subject Matter Experts in various departments have offered over 30 sessions and continues to work with our departmental Mctime Subject Matter Experts (SMEs) and Points of Contact (POC) to deliver the training in efficient and convenient ways to address departmental needs. Your continued assistance towards achieving 100% Department compliance is appreciated. You may also encourage managers to re-take the class, as needed.

MCG employees with MCG Computer Network Login: Link to [ePortal](#), can enroll using Employee Self Service (ESS), Learner Home. Enrollment Instructions : [Enroll in a Class \(for Employees\)](#)

*Tip – Search using the keyword: Timekeeping*

Currently we are offering the following classes:

- |  |              |  |
|--|--------------|--|
| • Wednesday, February 27, 2019         | from 10-noon | at the EOB Lobby Level (waitlist only) |
| • Thursday, March 14, 2019             | from 1-3 pm  | at the EOB Lobby Level                 |
| • Wednesday, March 27, 2019 (SHF Only) | from 2-4 pm  | at the EOB Lobby Level                 |
| • Tuesday, April 23, 2019 (DOCR Only)  | from 9-noon  | at Boyd MC COR- Roll Call Room         |
| • Tuesday, April 23, 2019 (DOCR Only)  | from 1-4 pm  | at Boyd MC COR- Roll Call Room         |
| • Wednesday, April 24, 2019            | from 1-3 pm  | at EMTOC (Fleet) training room         |
| • Thursday, June 27, 2019 (SHF Only)   | from 10-noon | at the EOB Lobby Level                 |
- Additional classes will be offered in FY 2020*

**New Employee Information** – Managers should review materials when bringing on a new employee and encourage newly hired employees to both review timekeeping information in the Orientation materials and complete Mctime Navigational Training.

- [New Employee Information](#)
- [New Employee Frequently Asked Questions \(FAQs\)](#)

**Department Specific Training** - Direct inquiries to [Mctime Point of Contact List \(including Holiday Coordinators\)](#), Departmental HR Liaison, or OHR Training & Organizational Development.

